

The Town of Berwyn Heights is accepting applications for the position of Supervisor of Operations in the Public Works Department. The Town of Berwyn Heights is a quiet residential community of 3,100 residents located in northern Prince George's County.

This is a full-time position under the direction of the Public Works Director. Key responsibilities include:

1. Plans, oversees and supervises the work crews preparing, maintaining or repairing municipal facilities and systems; operating construction or maintenance equipment.
2. Assigns and supervises the work of unskilled and skilled workers and equipment operators in the repair, maintenance or construction of streets, facilities, municipal parks, buildings, grounds and facilities.
3. Ensures that safety policies and procedures are followed for the protection of personnel and the general public.
4. Trains personnel in operation, maintenance, and repair methods of Department equipment. Provides continual supervision to ensure correct procedures after training is completed.
5. Evaluates employees and provides corrective action when necessary, including the recommendation disciplinary action to the Director when appropriate.
6. Performs or assists in performing more difficult repair and construction tasks. Drives and operates refuse collection packers and other trucks and equipment when needed.
7. Requisitions equipment, materials and supplies, and repairs.
8. Participates in budget planning and control snow activities as assigned by the Director
9. Serves as emergency response person for after-hours service, and coordinates after hour response as needed.

The salary range is \$46,000-\$65,000 depending on qualifications and experience, with an excellent benefits package, including participation in the State of Maryland pension program. Applicants selected for employment will be required to submit to a pre-employment background check and medical examination with drug screening.

Interested candidates should apply by Friday, October 7 by forwarding a cover letter and resume with references and salary history to administrator@berwynheightsmd.gov with the subject line of Supervisor of Operations (preferred) or in person at 5700 Berwyn Road Berwyn Heights, Maryland 20740 between the hours of 8:30 a.m. – 5:00 p.m., Monday – Friday. The full job description is available at berwynheightsmd.gov.